

# Building Coordinator Pre-Evacuation Drill Meeting Agenda

Building Coordinators should work with the identified Points of Contact (POC) per suite (or other organizational unit) to complete the action items recommended below.

- Distribute and review any updates or changes to the facility's Emergency Action Plan (EAP).
- Inform attendees about the Mass Communication System and provide an informational link - <https://staterisk.az.gov/loss-prevention/fire-life-safety>.
- Review building evacuation routes and recommended assembly areas.
- Distribute any safety equipment, such as vests or ear plugs (if utilized).
- Distribute Guidance Documents to POC and request internal distribution (within suite or organizational unit): (*select link below*)
  - [EAP EMPLOYEE GUIDANCE](#) document to all staff
  - [EAP MANAGEMENT GUIDANCE](#) and [EAP WARDEN GUIDANCE](#) to appropriate staff
- Discuss how POC or occupants will be notified of “all clear” or continued building closure.
- Building Coordinator will complete a [Building Coordinator Evaluation Form](#) as noted in the evacuation drill schedule agenda. Notify POCs if any information will be required from them to complete the Evaluation Form.

**For items needing repair call 602-542-4594 or submit Work Orders online at <https://gsd.az.gov/content/work-order-request>**

For further information regarding EAPs or emergency planning, contact State Risk Management at (602) 542-2381 or [Erik.Lohman@azdoa.gov](mailto:Erik.Lohman@azdoa.gov).